



CITY OF READING, PA  
MEMORANDUM

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**TO:** Department Directors; Division Managers  
**CC:** City Council  
**FROM:** Mayor Wally Scott *WM*  
**DATE:** 3 February 2016  
**SUBJECT:** New Procedures for Accessing Internal Records

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As you may be aware, my administration recently took actions to limit the access to the city data management system for Property Maintenance records. I am providing this memorandum to explain the reasoning behind this policy and to correct some misinformation that has recently been made public.

First, this new policy is not preventing anyone in my administration from accessing records and information stored in the system. What this policy will do is provide a level of accountability, control, and record-keeping that is currently missing from aspects of the process.

Secondly, as it regards City Council staff, the water billing information is retrieved via council request to RAWA staff; Property tax info is, and continues to be, publically accessible via Berks County; and Individual tax information requests are submitted to Berks Earned Income Tax staff either directly or via City Hall Customer Service Center staff. None of these processes have been altered in any way. The change that was made brought the access of Property Maintenance information in to alignment with the aforementioned operations.

Employees continue to have access to information that is essential city business in service to our customers, the citizens of Reading. Clerks in the City Property Maintenance Department have full access to the Property Maintenance related records stored in city databases as access is necessary for the performance of their duties. However, other employees, outside of the Property Maintenance function, and who do not require full time access to perform the day-to-day responsibilities of their position, will be required to make a written request for the specific information or records that they are seeking.

Requiring a written request provides an additional layer of accountability to those who provide sensitive information to the City because it will limit electronic record inquiries to those who are using the system for essential City business while ensuring that city staff are responsive to those requests.

Obviously, requiring this extra step in the process could potentially hinder legitimate use of the system. However, I can assure you that the procedures we put in place will result in only minimal interruptions.

I hope this memorandum clarifies the issues regarding the actions my administration has taken. I look forward to working with you in improving this process.

